



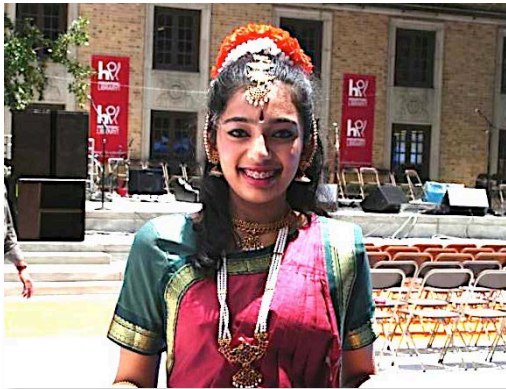
Annise D. Parker, Mayor



## **HOUSTON PUBLIC LIBRARY FY 2016 BUDGET PRESENTATION**

Rhea Brown Lawson, Ph.D.  
Director of Libraries  
June 3, 2015

# HPL VISION AND MISSION



## Vision

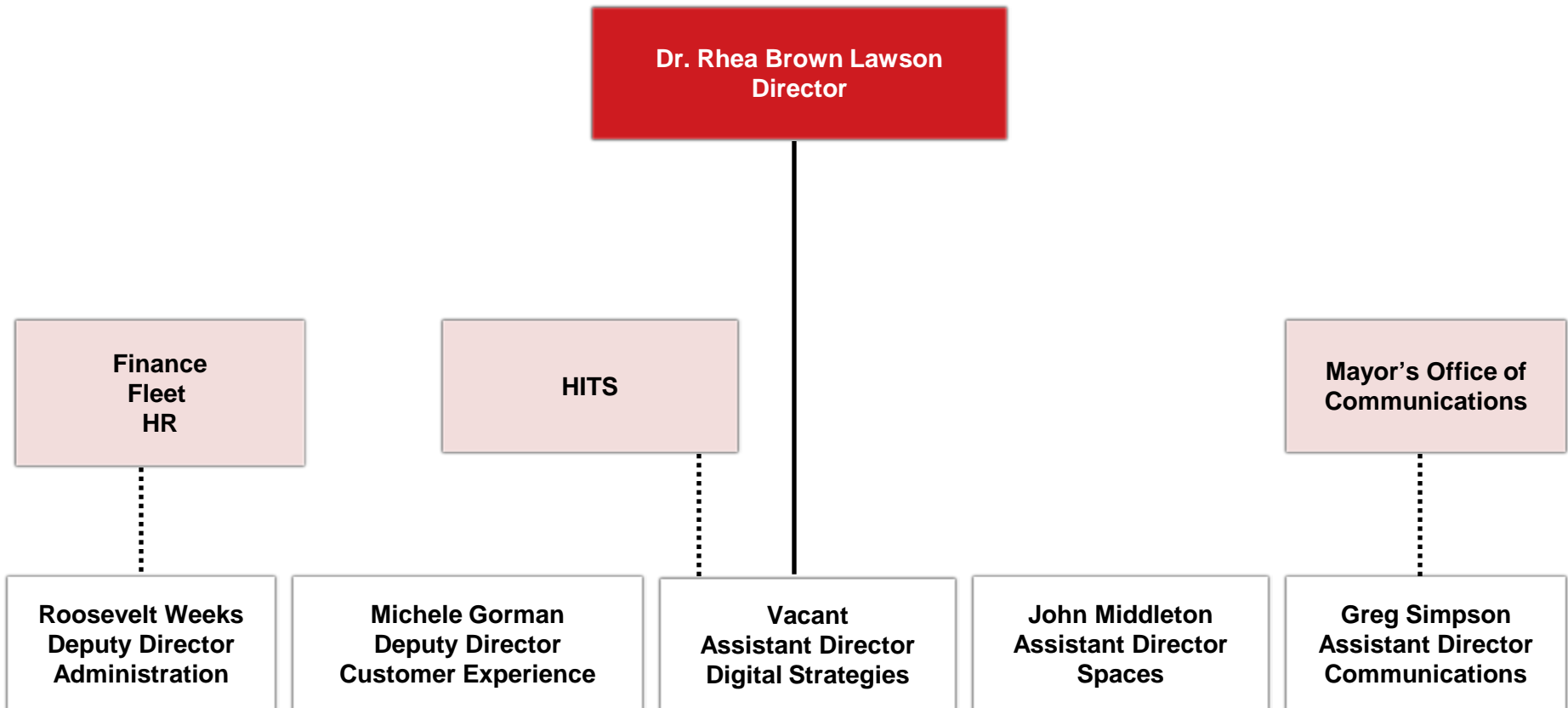
HPL is a vital member of a dynamic and diverse local, national and global community.

## Mission

We link people to the world.



# ORGANIZATION CHART



# HOUSTON PUBLIC LIBRARY

## Functions - General Fund

**Dr. Rhea Brown Lawson**  
**Director**

**\$40,002,998**  
**FTEs 477.8**

**Director's  
Office/Library  
Administration**

**\$5,030,678**  
**FTEs 40.9**

- Financial Services
- Fleet, Inventory and Distribution Services
- Training and Development
- Safety and Wellness
- Community Engagement
- Volunteer Services

**Customer  
Experience**

**\$27,585,992**  
**FTEs 390.2**

- Central Services
- Library Materials Services
- Neighborhood Libraries
- Special Collections
- HPL Express
- Youth Services

**Digital Strategies**

**\$3,856,185**  
**FTEs 18.5**

- Customer Service Support
- Technical and Operations Support
- Virtual Library Services
- Technology Access and Training
- HITS Liaison
- HALAN

**Planning and  
Facilities**

**\$2,116,031**  
**FTEs 8.5**

- Facilities Planning/GSD Liaison
- Emergency Planning
- Special Projects
- Customer Service Support
- Security

**Communications**

**\$1,414,112**  
**FTEs 19.7**

- Data Collection, Analysis and Reporting
- Grant Management
- Marketing and Promotion
- Government Relations/Council Liaison
- Media/Public Relations
- System-wide Programming
- Strategic Partnerships



# FY15 Accomplishments



- Launched the new **MY Link library card**; currently have 850,000 cardholders on our way to our goal of 1 million
- Added two vehicles to the **Mobile Express fleet**, provided by the Friends of HPL, increasing service beyond our walls to more than 15,000 people
- Received a national innovation award for our **Healthy LIFE** program
- Supported small business development through our **Liftoff Houston** program, in partnership with OBO and Capital One Bank
- Expanded **After School Zones** to 16 sites, serving more than 56,000 children so far this fiscal year
- Partnered with HPARD to provide meals to youth 18 and under at 10 HPL locations as part of the **Summer Food Program**



# BUDGET SUMMARY

## All Funds

Fund	Revenue FY15 Budget Estimate	Revenue FY16 Proposed	+/- \$/%	Expenditure FY15 Budget Estimate	Expenditure FY16 Proposed	+/- \$/%	Fund Balance FY15 Budget <sup>1</sup>	Fund Balance FY16 Prop. <sup>1</sup>
<b>General Fund 1000</b>	\$1,110,581	\$1,043,713	(66,868) (6.02%)	\$39,383,624	\$40,002,998	619,374 1.57%	N/A	N/A
<b>Digital Houston Fund 2422</b>	\$4,000	0	(4,000) (0.0%)	\$365,396	\$344,551	(20,845) (5.7%)	344,551	0
<b>Historic Preservation Fund 2306</b>	\$350,000	\$325,000	(25,000) (7.14%)	\$142,818	\$156,650	13,832 9.69%	\$182,182	\$350,532
<b>Library Special Revenue Fund 2500</b>	\$39,939	\$10,000	(29,939) (74.96%)	\$25,000	\$10,000	(15,000) (60.0%)	\$207,001	\$207,001
<b>Total</b>	<b>\$1,504,520</b>	<b>\$1,378,713</b>	<b>(125,807) (8.36%)</b>	<b>\$39,916,838</b>	<b>\$40,514,199</b>	<b>597,361 1.50%</b>	<b>\$733,734</b>	<b>\$557,533</b>

1. Beginning Fund balances displayed. Beginning fund balance for FY15 is ending FY14 fund balance as reported in FY14 CAFR. FY16 Beginning Fund Balance is from FY15 estimate, final figure will be reported when FY15 CAFR complete in November 2015.



# HOUSTON PUBLIC LIBRARY

## Functions – Other Funds

### Dr. Rhea Brown Lawson Director

**\$40,002,998**  
**FTEs 477.8**

#### Fund 2422 Digital Houston

**\$344,551**  
**FTEs 3.0**

- Provide oversight and coordination for the development, planning, implementation, sustainability, and evaluation of strategic initiatives in support of literacy advancement, workforce development and digital inclusion.

#### Fund 2306 Historic Preservation

**\$156,650**  
**FTEs 0.0**

- Provide a rental program for HPL historic buildings – Julia Ideson Building, The African American Library at the Gregory School, and the Clayton Library Center for Genealogical Research.
- Generate funds to provide maintenance services for HPL historic buildings.
- Rental program staff are contractors paid by the fund.

#### Fund 2500 Special Revenue

**\$10,000**  
**FTEs 0.0**

- Holds gifts and donations made directly to HPL.



# FY16 DEPARTMENT INITIATIVES



- Enhance **early literacy programs** to focus on helping young learners be ready to enter school
- Increase **outreach to local schools** to get a MY Link library card in the hands of every student
- Expand **Summer Food Program** to 14 library locations
- Partner with Mayor's Office and USCIS to provide **citizenship classes and information**
- Open new **Young Neighborhood Library**
- Re-open renovated **Jungman Neighborhood Library**



# TOTAL REVENUE BY FUND

Fund Name/ Number	FY14 Actual	FY15 Budget	FY15 Estimate	FY16 Budget	+/- \$/% FY16 Bud./FY15 Est.
<b>General Fund 1000</b>	\$1,329,690	\$1,152,200	\$1,110,581	\$1,043,713	(66,868) (6.02%)
<b>Digital Houston Fund 2422</b>	\$10,385	\$4,000	\$4,000	\$0.0	(4,000) (0.0%)
<b>Historic Preservation Fund 2306</b>	\$341,066	\$225,000	\$350,000	\$325,000	(25,000) (7.14%)
<b>Library Special Revenue Fund 2500</b>	\$17,198	\$20,000	\$39,939	\$10,000	(29,939) (74.96%)
<b>Total</b>	\$1,698,339	\$1,401,200	\$1,504,520	\$1,378,713	(125,807) (8.36%)



# FY16 – REVENUE HIGHLIGHTS



- **General Fund** - Library Fines declined due to an amnesty period in September 2014; increase in loan period for materials and the popularity of e-book downloads.
- **General Fund** – Central Library garage parking revenue down 6% YTD.
- **Historic Preservation Fund** – Anticipate approximately \$325,000 in revenue from rental of premier spaces, a 44% increase over FY15 budget.



# TOTAL EXPENDITURES BY FUND

Fund	Expenditure FY14 Actual	Expenditure FY15 Budget	Expenditure FY15 Estimate	Expenditure FY16 Proposed	+/- \$/% FY15 vs FY16 <sup>2</sup>	FTEs FY15 Budget	FTEs FY16 Prop.
<b>General Fund 1000</b>	\$37,905,630	\$39,833,624	\$39,383,624	\$40,002,998	619,374 1.57%	478.4	477.8
<b>Digital Houston Fund 2422</b>	\$502,943	\$607,144	\$365,396	\$344,551	(20,845) (5.70%)	5.0	3.0
<b>Historic Preservation Fund</b>	\$111,368	\$195,881	\$142,818	\$156,650	13,832 9.69%	0.0	0.0
<b>Library Special Revenue Fund 2500</b>	\$28,723	\$37,646	\$25,000	\$10,000	(15,000) (60.0%)	0.0	0.0
<b>Total</b>	\$38,548,664	\$40,674,295	\$39,916,838	\$40,514,199	597,361 1.50%	483.4	480.8

2. FY15 Budget vs. FY16 Proposed Budget expenditures



# FY16 – EXPENDITURE HIGHLIGHTS

## **General Fund:**

- Personnel costs and staffing levels are effectively flat.

## **Digital Houston Fund (2422):**

- This fund is near depletion and will end in FY16. Activities for the fiscal year will focus on transitioning personnel, programs and services supported by the fund.

## **Historic Preservation Fund (2306):**

- Management Consulting Services (520110): Additional staff to support increasing demand for rental events.



# FY16 PERFORMANCE MEASURES

## GENERAL FUND

Customer Measures	Priorities	FY14 Actual	FY15 Budget	FY15 Estimate	FY16 Budget
Total Cardholders	Q	942,529	797,476	862,000	1,000,000
Computer Users	I,Q	1,185,065	1,200,000	1,200,000	1,300,000
Total Programs	Q	16,543	16,000	18,000	20,000
Total Program Attendance	Q	266,088	240,000	300,000	280,000
Total Visits	Q	8,620,672	9,900,000	6,500,000	7,000,000
Total Circulation	Q	4,195,878	4,200,000	4,200,000	4,500,000
Community Meetings	Q	9,000	9,000	9,400	9,400
Customer Satisfaction	Q	80%	80%	NA	85%



# FY16 PERFORMANCE MEASURES

## GENERAL FUND

Business Process Measures	Priorities	FY14 Actual	FY15 Budget	FY15 Estimate	FY16 Budget
Average Computer Wait Time	Q	1.26 min	1.5	1.5	1.5
Service Hours Open vs. Service Hours Scheduled	Q	97.6%	98%	98%	98%
Collection–Archives : # of pages digitized	Q	490,268	375,000	400,000	125,000
Total Visits per FTE	Q	17,310	14,000	13,000	14,000

People & Technology Measures	Priorities	FY14 Actual	FY15 Budget	FY15 Estimate	FY16 Budget
Total Outreach Events	Q	97,307	84,000	118,000	120,000
Minimum Staffing at Library Locations	Q	331	331	310	330.5
Average Bandwidth Usage	I	291 mbs	500	261	500
Wireless Access Use	I	2,811,029	2,800,000	6,700,000	12,000,000



# FY16 PERFORMANCE MEASURES

## GENERAL FUND

Financial Measures	Priorities	FY14 Actual	FY15 Budget	FY15 Estimate	FY16 Budget
Expenditures Budget vs. Actual Utilization	F	99%	98%	99%	98%
Revenues Budget vs. Actual Utilization	F	124%	100%	92%	100%
Expenditures per Capita	F	NA	\$18	\$17.85	\$18
Materials Expenditures per Capita	F	NA	\$2	\$2.27	\$2



# FY16 PERFORMANCE MEASURES

## OTHER FUNDS

### Digital Houston - 2422

Financial Measures	Priorities	FY14 Actual	FY15 Budget	FY15 Estimate	FY16 Budget
Expenditures Budget vs. Actual Utilization	F	84%	98%	60%	98%
Revenues Budget vs. Actual Utilization	F	55%	100%	100%	NA

### Historic Preservation - 2306

Financial Measures	Priorities	FY14 Actual	FY15 Budget	FY15 Estimate	FY16 Budget
Expenditures Budget vs. Actual Utilization	F	100%	98%	73%	98%
Revenues Budget vs. Actual Utilization	F	171%	100%	133%	NA





**THANK YOU**



# APPENDIX

## WORKFORCE DEMOGRAPHIC BREAKDOWN

# WORKFORCE DEMOGRAPHICS

## GENERAL FUND STAFF TOTAL

511

### Staff Race

### Number

### Percentage

American Indian or Alaskan Native

6

1%

Asian/Pacific Islander

33

6%

Black or African American

208

39%

Hispanic/Latino

117

24%

White

147

30%

### Staff Gender

Male

131

26%

Female

380

74%